



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 3^D BATTALION, 66TH ARMOR
172^D INFANTRY BRIGADE
APO, AE 09114



AETV-BGS-B-CDR

24 AUG 2009

MEMORANDUM FOR RECORD

SUBJECT: In-processing Checklist

RANK	NAME	MOS	UNIT

Hours of Operation	SECTION	DISCRIPTION	DATE	SIGNATURE
MON-FRI 0900-1130 And 1300-1600	S-1	Copy of orders		
		Copy of CDA Form 31		
		Receive Duty memorandum		
		Issue Meal Card		
		Issue Ration Card		
		Complete DA 647-1		
		Update DD 93 and SGLV		
		Last OER/ NCOER (SGT and Above)		
		Schedule Inbrief date and time with BN CDR and CSM.		
	S-2	Receives brief on SAEDA, OPSEC, Foreign Travel Crime Prevention, and AWOL		
		Turns-in 1 copy of orders assigning SM to 3-66 AR (not to Germany)		
		SM reads and signs Form DD 2221 "Authority for Release of Information and records"		
		Fill out ISOPREP		
		Turn-in SF 312		
		PSG and above must read and sign TOC Badge MFR and issue a TOC Badge		
	S-3	Training Records (Skill Identifier, Special		

AETV-BGS-B-CDR

SUBJECT: Inprocessing Checklist

MON-FRI 0900-1130 And 1300-1600	(Schools NCO)	Schools)		
	S-6	Computer User Agreement (if applicable)		
		Computer User Test (if applicable)		

SECTION	DISCRIPTION	DATE	SIGNATURE
Family Readiness Support Advisor (FRSA)	Soldier/ Family Data (Every Officer, NCO & Soldier)		
Mail Room (CMR)	Receive Mailbox		
	Change of Address Cards		
Company Supply Maintenance/ Motorpool Arms Room			
	Patches, Eye Pro, PT belt, Chin Strap, ACH, and Unit Crest		
	Turn-n DA Form 348		
	Issue Weapon/ Weapon Card		
NBC Room	Protective mask and J-LIST		
Training Room	Soldier (Family) Data		
	Training Records		
	LES, ERB		
1SG	Inbrief, Last NCOER		
Commander	Inbrief, Last OER		
Black Knight 6	Inbrief, 1059s, Last 5 NCOERs, and ERB (MSG and Above)		
Black Knight 7 Introduce	Inbrief		
	Chaplin		
	EO, Retention		
	UVA's		
	BOSS REP		

Yes

No

DEPARTMENT OF THE ARMY
HEADQUARTERS, 3^D BATTALION, 66TH ARMOR
172^D INFANTRY BRIGADE
APO, AE 09114

Did you receive a welcome letter prior to your arrival?		
Was a sponsor appointed to you when you arrived? Were they helpful?		
Are there any significant issues or ways we can improve this process? Let us know (write in the space provided)		

When complete return to S1

Date Complete

JAVIER AVILA
CPT, AG
S-1 OIC